

**PROCEEDINGS OF THE BROWN COUNTY**  
**ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, February 26, 2015 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Supervisor Jamir, Chairman Fewell, Supervisor Schadewald, and Supervisor Steffen

**Excused:** Supervisor DeWane

**Also Present:**

Chad Weininger (Director of Administration)  
Warren Kraft (Human Resources Director)  
Maria Lasecki (Child Support Director)

Sandy Juno (County Clerk)  
Paul Zeller (County Treasurer)  
August Neverman (Chief Information Officer)

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**I. Call to Order.**

The meeting was called to order by Chairman Steve Fewell at 5:31 p.m.

**II. Approve/Modify Agenda.**

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of January 29th, 2015.**

Motion made by Supervisor Steffen, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Comments from the Public. - None**

**1. Review Minutes of:**

- a. Housing Authority (January 19, 2015).

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Communications:**

Chairman Fewell just got a communication regarding Ashwaubenon Fiberoptic and the Green Bay School District. The Administration Committee will have to schedule a meeting prior to the April 15<sup>th</sup> County Board meeting.

*No Action Taken*

**Child Support:**

**2. Departmental Openings Summary, February, 2015.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**3. Agency Director Summary, February, 2015.**

Chairman Fewell asked if Child Support Director Maria Lasecki had anything to add outside the submitted report. Lasecki said no. Supervisor Fewell thanked her for her time and expressed the committee's appreciation for her patience.

**Motion made by Supervisor Schadewald, seconded by Supervisor Steffen to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Corporation Counsel:**

4. **Monthly Report, January, 2015.**

**Motion made by Supervisor Steffen, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Technology Services:**

5. **Technology Services Monthly Report, February, 2015.**

Chief Information Officer August Neverman presented. Supervisor Jamir has questions has open positions specifically the network specialist and the technician positions. Neverman said that is correct. Supervisor Jamir asked when Neverman expected to hire the Shareport project manager. Neverman responded that he wants to hire that position as soon as possible, but it is going to take 3-4 months. The department is looking at the middle of summer to get the position in place. Supervisor Jamir asked if the department was waiting for a person before getting a project developed. Neverman said yes that he is hoping to have them coincide.

Supervisor Jamir asked about updating Outlook 2003/2013. Neverman said he is getting ready to have all departments updated. They have one department left and it's slated to be completed the first two weeks of October.

Supervisor Jamir asked if secure file transfer project was for vendors or employees. Neverman said the name of the tool is Movelt and they are using it for HIPPA, PCI, and any other file that requires secure transfer. It is for qualifying departments and personnel.

**Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**County Clerk:**

6. **Staffing Update.**

County Clerk Sandy Juno presented. She gave a staffing update notifying that the committee that her election specialist is leaving for Colorado and will be leaving at the end of March. Juno also informed the committee that her Chief Deputy is retiring end of April. She said that while sad, it is good that they are leaving this year and not next year when there is a presidential election.

Juno has said that this has given her an opportunity to go through the organization chart and job descriptions. She is hoping that she will have updates for next month's meeting.

**Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Treasurer**

7. **Treasurer's Report:**

A. **Status of Tax Collection Partnership(s).**

County Treasurer Paul Zeller presented. For the last few years the county has been fortunate to have to banks and credit unions throughout the county collecting property taxes on behalf of the county. The recent merger of Capital and Pioneer Credit Union provided nine additional locations this past season. However, last fall the Treasurer's office received notice from Capital Credit Union that they will not be collecting on behalf of the county anymore. They agreed to continue collecting through January 31<sup>st</sup>, 2015 when they would cease collecting. The Treasurer's Office is seeking to replace the nine locations or simulate that partnership with another institution(s). Starting this week the

Treasurer's Office started circulating letters to all institutions that have a branch or a home in Brown County to establish some type of partnership. On April 2<sup>nd</sup> in room 200 in the Northern Building there will be a demonstration of the software being used. In March, Zeller will update the committee on what attendance looks like for the meeting.

Supervisor Fewell asked if the institutions were doing the collections as a service for the county or was there a cost involved. Zeller said it was done as a service, and that the Treasurer's Office bears the full cost of software and setup. He added that the partner banks are able to print their own receipt for the payment with their logo on it. Supervisor Fewell asked if the marketing effort was their payment for assisting the county. Zeller said that yes that was their payment. He added that by having lobby payments only policy, a bank's foot traffic is greatly increased and so is its marketing to potential customers.

Zeller said that there were 20,000 payments collected between December 15 and January 31. It's a huge help to the treasures office.

Supervisor Fewell asked about online payments, and added that with an online payment there is a 2.39% charge. Zeller directed the committee members to an example of an online stub that was contained in the agenda packet. The 2.39% is born directly by the tax payer on top of the tax payment.

E-Check payment costs \$1.50, so its encouraged to do it that way as it is far easier on the county staff and cheaper for the tax payer.

Supervisor Steffen said if the department does not get a positive response, they should consider asking Capital Credit Union what can the county give if they hop back in. He said the county should be creative because there is value to the program. Zeller says it's a good point, but he's not willing to go on record and say he comfortable to pay something to the banks. There are approximately 103,000 direct marketing opportunities for institutions, and so that alone contains great value.

**Motion made by Supervisor Steffen, seconded by Supervisor Schadewald to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

#### **B. Update – Sale of Tax Deeded Lands by Wis. Stats. 75.**

County Treasurer Paul Zeller presented. The Treasurer's Office is moving forward, and they will have all appraisals done by next week and will proceed to place a class 3 advertisement them on the parcels and possible sell them by mid-March. Zeller continued by describing the foreclosure properties that the Treasurer's office is still within foreclosure on. In November, they started with 243 parcels which were delinquent up to 2011 taxes, and as of Tuesday, February 24, 146 have redeemed at least up to 2011 taxes. There are still 97 of the 243 that are proceeding to Circuit Court 5, but they have not yet received a court date. The Treasurer will make a motion for judgment on those 97 properties, but the department is hoping for redemption because they don't want to sell 97 properties.

Supervisor Fewell asked how they chose the appraiser. Zeller solicited quotes from nine appraisers and got five responses and three contained prices. He proceeded with the lowest bid.

**Motion made by Supervisor Steffen, seconded by Supervisor Schadewald to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

#### **Human Resources**

##### **8. 2014 to 2015 Carryover Funds.**

**Motion made by Supervisor Steffen, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

9. **Activity Report for January, 2015.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken.  
**MOTION CARRIED UNANIMOUSLY**

10. **Departmental Opening Summary, February, 2015.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.  
**MOTION CARRIED UNANIMOUSLY**

11. **Director's Report.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.  
**MOTION CARRIED UNANIMOUSLY**

**Department of Administration:**

12. **2014 to 2015 Carryover Funds.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

13. **2015 Budget Adjustment Log.**

Director of Administration Chad Weininger presented. Supervisor Jamir has a question on the reallocation up to 10%; he wants to know what exactly the percentage is. Weininger doesn't have the details in front of him what the starting amount was so he can't calculate it. Supervisor Jamir would like to see the numbers and get supporting information. He doesn't just want to get the spread sheet with numbers on it.

Supervisor Fewell says he wishes it was more transparent.

Supervisor Schadewald said in the future let's get the numbers.

Supervisor Jamir said he could go back into the budget book to get the number, but he'll have to call Dan Process to figure it out. In the spirit of transparency, he would like things to be more specific. Weininger responded that on a transparency level, they are providing the process and as much information as they have. Supervisor Schadewald agreed that it might not be transparency, but that both he and Supervisor Jamir would like to see numbers.

Supervisor Fewell doesn't suspect it would be difficult for the Department of Administration to achieve what the supervisors are asking for.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.  
**MOTION CARRIED UNANIMOUSLY**

14. **Departmental Opening Summary, February, 2015.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken.  
**MOTION CARRIED UNANIMOUSLY**

15. **Budget Adjustment Request (15-04): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to suspend the rules and take items 15, 16, and 17 together. Vote taken. **MOTION CARRIED UNANIMOUSLY**

16. **Budget Adjustment Request (15-05): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).**
17. **Budget Adjustment Request (15-06): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).**

**Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to approve items 15, 16, and 17 together. Vote taken. MOTION CARRIED UNANIMOUSLY**

18. **Resolution re: Reauthorization of Self-Funded Worker's Compensation.**

Supervisor Jamir said that it was his understanding that this happens every 3 years. Weininger said yes.

**Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

19. **Director's Report.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Other**

20. **Audit of bills.**

**Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

21. **Such other matters as authorized by law.**

Supervisor Schadewald wants to take this opportunity to thank Supervisor David Steffen with a heartfelt and sincere appreciation for his service to the county. Supervisor Steffen gave a speech about the greatness of a non-partisan environment. He said it is wonderful and refreshing to be steeped in an environment where people can work together. Supervisor Steffen is planning to expand the rights of counties and municipalities. He wants to thank the committee for all their work.

Supervisor Schadewald would also like to congratulate Steffen's assembly staff for their help to him and his mock trial team. He said that they have been very helpful during planning for an upcoming trip. Supervisor Steffen's thanked him for the compliment.

Supervisor Fewell appreciates the fact that this committee has worked together for the betterment of county government. He thanked Supervisor Steffens for his service to the committee and the county, and said that even though members disagree it's great that they can still get things done.

22. **Adjourn.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to adjourn at 6:02 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Brian B. Lueth  
Recording Secretary